

21 October 1974

MEMORANDUM FOR: Deputy Director of Medical Services
SUBJECT : Applicant Processing Procedures
REFERENCE : Memo to DD/M&S fr the Management and
Services Advisory Group dtd 31 July 74,
Same Subject

1. As requested, the following information is submitted regarding medical applicant processing procedures.

2. There are two phases of applicant processing in the Office of Medical Services (OMS). The first phase being the medical history review. The second phase consists of the physical examination and psychiatric screening.

3. Regarding the medical history review, there are no delays in the actual review by OMS personnel. There may be a delay in issuing a pre-employment processing approval, which will inturn delay the applicant scheduling of phase two. The delay in OMS action will be necessitated by the need for additional medical information. Once all requirements are satisfied in the medical history review, OMS will render a pre-employment processing approval within 48 hours. In those cases where review has been suspended pending receipt of additional information from the applicant or other sources, OMS maintains a follow-up system in 30 days with the applicant.

4. Scheduling of phase two, which consists of the physical examination and psychiatric screening, rests with the Office of Personnel Appointments Section. Once the applicant has been examined and it appears that findings are within normal limits and subject meets the qualifications for proposed employment, the medical disposition is rendered

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within 48 hours. Should there be significant findings which surface for the first time during the examination phase, there could be delay in rendering a final disposition. The period of delay would depend on the nature of the abnormal findings which must be resolved and the cooperation and efforts of the applicant to assist in resolving the problem.

5. Another area where there may be delays rest with the Applicant Review Panel, however, OMS is not solely responsible for processing delays caused by this Panel.


Special Assistant to the
Director of Medical Services

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